

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST UGANDA		2. AGENCY USAID		3a. POSITION NO.
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) Update _____				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials
a. Post Classification Authority	Project Development Assistant - FSN		FSN-8	
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title)		7. NAME OF EMPLOYEE Vacant		
8. OFFICE/SECTION Education Youth and Child Development		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision N/A		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Typed Name and Signature of Supervisor      Date(mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Typed Name and Signature of Section Chief/Head      Date(mm-dd-yy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)		
13. BASIC FUNCTION OF POSITION See attached.				
14. MAJOR DUTIES AND RESPONSIBILITIES See attached.  (continue on blank sheet)				

**BACKGROUND:**

The position is located in the Education, Youth and Child Development Office. The office covers the Education, Youth and Orphans and Vulnerable Children Portfolios.

This is a crosscutting portfolio and this position supports cross-cutting activities with the Health Office HIV/AIDS sub-Team, and all other technical offices in the Mission. Furthermore, in Uganda a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the US Ambassador. These agencies include USAID, the Centers for Disease Control and Prevention (CDC), the Peace Corps, the Department of State (DOS) and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV/AIDS program in Uganda combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office facilitates complementarities among the various activities by the USG agencies, host government and other HIV/AIDS donors in Uganda.

**13. BASIC FUNCTIONS OF THE POSITION**

This position description reflects one Project Development Assistant (PDA) position located in the Education, Youth and Child Development Office at USAID/Uganda. The incumbent provides program, project, financial and administrative support for the Education Youth and Child Development office. The PDA’s primary responsibility is to provide project, financial and administrative support to members of the Office. This may include assistance with the management and implementation of program/project activities within the office. This position will provide support to the entire EYCD Office in managing its financial portfolio. The position will assist the office director in developing the annual program budget; developing the office’s cost of operations budgets; oversight of procurement actions; tracking procurement documents; updating the procurement plan; completing financial reporting requirements for Presidential Initiatives and other USAID funds; and assisting the Office staff with responding to additional program management and financial information needs as requested.

PDAs are not intended to provide clerical support services to the EYCD team. These functions are reserved for secretarial staff, for example: telephone reception, time & attendance, all travel-related preparation and vouchers, and scheduling. Unlike secretarial support staff, the PDA functions focus on project support being managed by AOR/CORs and office finance/budget needs.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

a. Program/Project and Financial Management Assistance – 60 %

The principal responsibility of the PDA is to provide program/project, financial and administrative support for the Education Youth and Child Development office. The PDA will provide support to the administration and oversight of all assigned office activities and projects, to identify problems that may be encountered in the implementation process of the projects under EYCD, and to recommend corrective actions. PDAs draft, with guidance from AOR/CORs, documents related to program planning, implementation, and management, including memoranda, letters, MAARDs, financial analyses, etc. PDAs work with secretarial staff, in a non-supervisory role, to manage official hard-copy filing systems for their section, a primary responsibility of secretarial positions. PDAs provide administrative input in coordinating aspects of the office portfolio, specifically providing support related to program monitoring and implementation, partner communications, and interfacing with relevant support offices. PDAs participate fully with AOR/CORs in maintaining project records, maintaining the electronic filing system, and status reports, including

quarterly technical and financial reports, accruals, and budget tracking tables; preparing and updating project documentation; and tracking contractor expenditure and budgets. In addition, collects information from other sources (implementing partners, donors, GOU, etc.) as needed to identify opportunities to strengthen team programs/projects. The PDA participates in planning and coordinating evaluations and assessments, and coordinating VIP visits. S/he works with others to organize field trips, conferences, and seminars and to ensure maximum participation by target audiences. PDAs are the principal responsible parties for the Global Acquisition and assistance System (GLAAS) in support of the office actions. Participates in the development of evaluation plans and assessments, and actively participates in their implementation.

PDAs provide assistance to the Office Director and team members to prepare routine reports, including all USAID and PEPFAR annual reporting (PPR, OP, MOP, COP) budget preparation, quarterly accruals reports, briefing preparation, presentations, and other requirements. The PDA will provide support in managing the office financial portfolio currently about US\$50M per year. The PDA will assist the office director in developing the annual program budget; developing the office's cost of operations budgets; oversight of procurement actions; tracking procurement documents; updating the procurement plan; completing financial reporting requirements for Presidential Initiatives and other USAID funds; and assisting the Office Director and team leaders with responding to additional reporting and financial information needs as requested

When USAID chairs a development partners group, the position will support with liason and administrative responsibilities related to this one year commitment.

All other duties as assigned or required

#### b. Information and financial management – 25%

The PDA helps maintain team budgets, financial information and portfolio pipelines as well as database systems; organizes and maintains the public drive for EYCD. S/he monitors, reviews and proofreads draft reports. The PDA carries out GLAAS actions and produces phoenix and other financial reports. S/he summarizes information in written and oral form for use by superiors, as appropriate. S/he helps prepare written reports that reflect an understanding of assigned areas of responsibility. The PDA also prepares oral and written briefings for other staff members as requested.

- a) Working with the office director and FMO and PPD, will construct budgets by program area and element level and by congressional earmarks for planning purposes
- b) Will assist office staff with financial data and analysis on a quarterly basis, including quarterly financial pipeline report. Reviews activities with activity managers to review pipelines and need for incremental funding.
- c) Prepares financial and program reports as needed

#### c. Compliance Monitoring – 15%

The PDA supports COR/AORs in ensuring compliance monitoring systems are in place (e.g. Education, OVC and PEPFAR requirements, Initial Environmental Examination, branding and marking requirements, non-expendable property (NXP), and any/all other agency policy or legislation). The PDA contacts implementing partners to collect and monitor data, and prepare status reports and program/project reporting for use within the team. S/he also provides information on progress toward achieving compliance and results for activities as needed.

Performs other duties as assigned or required.

15 DESIRED QUALIFICATIONS

- a. Education: A university degree in business, business administration, economics, finance, or related field is required, with some administrative or management courses.
- b. Prior Work Experience: Five years of substantive and progressively responsible administrative experience is required. This level of experience is necessary because of the urgent and time-sensitive nature of the work to be performed; PDAs must be able to perform at a high level upon entering the job.
- c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor agency perspective will be provided. On-the-job training regarding USAID, PEPFAR, and PMI policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and all planning and reporting databases. Formal AOR/COR certification courses (necessary because of the substantive back-stopping role) and other appropriate training will be provided as courses become available, subject to availability of funds.
- d. Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing, is required. Fluency in Luganda is desirable.
- e. Knowledge: A practical knowledge of business correspondence, database management, and budget preparation is required. A good understanding of the sociopolitical environment in Uganda; familiarity with USG programs, policies, and regulations and strong interest in Education, Youth and OVC issues in Uganda is highly desirable. Must understand dynamics of working in a multicultural environment.
- f. Skills and Abilities: Must be able to work effectively in a team environment and coordinate well with others. Excellent financial and administrative management skills and experience are required in order to support the assigned team and the overall Office in developing and implementing effective USAID/Uganda programs/projects. Financial and administrative skills sufficient to develop office budgets and track performance of IPs and program/project activities. The work requires skills in the following areas: office management, administration, and financial tracking; budgeting and planning; computers, including Word, Excel, database software, and PowerPoint software; and the ability to clearly present written and oral information. Exceptional verbal and writing skills, tact, and diplomacy are also required, in order to establish and maintain effective working relationships within USAID and with the public and private sector.

16 POSITION ELEMENTS

- a. Supervision Received: Works collaboratively with assigned AOR/COR(s), and under the general supervision of the Office Director or Deputy. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Once the office work-flow is established, most assignments will occur in the normal course of the work, but the incumbent must be aware of situations that must be coordinated with superiors. The AOR/COR or Office Direct provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent must seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. Supervision Exercised: Continuing supervision of other Mission staff is not contemplated.
- c. Available Guidelines: Available guidelines include USAID, PEPFAR, and any other relevant guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand; in situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.
- d. Exercise of Judgment: Good judgment is required to analyze, interpret, and adapt prior experience,

particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of program actions and other assignments. The work involves many different, complex, and interrelated processes. The very nature of donor programming requires sensitivity and discretion in developing interventions and working with diverse partner organizations. This position supports the EYCD office, and works with other relevant USAID and other USG agency staff, and the support staff of partners (MOH, other donors, NGOs, and the private sector). Exercises significant judgment in resolving operational problems encountered, as well as in determining the need for consultation with superiors when required.

e. Authority to Make Commitments: The incumbent has limited authority, but within the limits of training and experience – during times of backstopping AOR/CORs – the incumbent exercises the authority given to all USAID activity managers and AOR/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed. Within the scope of the authority delegated, the incumbent may indicate to counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem.

f. Nature, Level, and Purpose of Contacts: The incumbent has a wide range of contacts within the Mission, and maintains contact with counterparts and peers in contractor and grantee organizations implementing USAID-funded programs/projects in the sector. Host-government, local, and other contacts vary widely with the type of activity being implemented, but are usually at the counterpart level. When traveling with or in lieu of a AOR/COR, the incumbent has frequent and substantive personal contacts with IPs, local officials, and with the private sector, and may be called upon to explain and defend PEPFAR, and USAID policies, objectives, and procedures, and to transmit and interpret local-official and private-sector attitudes and concerns to superiors upon return.

g. Time Expected to Reach Full Range of Duties: One year.